



SAMPLE Bylaws and Policies FOR TRAINING PURPOSES ONLY

The following bylaws and policies are samples for training purposes only. They are not to be considered exemplars of appropriate and useful bylaws and policies that a school council may develop and adopt.

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For school councils wishing to review and revise their school council bylaws and policies, a guidebook with appropriate samples can be located on the [KDE SBDM Website](#).

**FOR TRAINING PURPOSES ONLY – NOT TO BE USED AS ADEQUATE AND APPROPRIATE
EXAMPLES FOR SCHOOL COUNCIL ADOPTION.**

Sample Middle School Bylaws

PURPOSE

The purpose of the Sample Middle School's Bylaws is to provide the school council with a set of operational guidelines with which to function effectively, and therefore improve student achievement.

MEMBERSHIP

The school council shall consist of the principal, three (3) teacher representatives, and two (2) parent representatives. The principal shall serve as the chairperson of the school council.

Teacher representatives include all certified staff assigned to the school. This includes all full-time and part-time staff, as well as school counselors and library media specialists. The principal may not serve as a teacher representative of the school council.

Parent representatives include any parent who has a child enrolled in the school during the term of service on the school council.

All school council representatives are required to complete annual training.

School council representatives can serve an unlimited number of terms as long as they continue to meet the eligibility requirements and are elected annually by their constituency.

A member of a school council may be removed from the school council for cause, after an opportunity for hearing before the Kentucky School District Board of Education.

The terms of parent and teacher members shall begin on July 1 and end on June 30.

DUTIES OF OFFICERS AND COUNCIL MEMBERS

Officers shall include Chair, Vice Chair, and Secretary. The vice chair of the school council shall be elected each August by council members and shall serve for one year.

The principal shall be the chairperson of the school council. Duties of the chair include: conducting school council meetings; organizing and maintaining council records by maintaining minutes of meetings; and maintaining a file of all correspondence addressed to the school council.

Duties of the vice chair shall include presiding over council meetings in the absence of the chair.

A school council secretary shall be appointed by the principal to keep minutes of all council meetings.

SCHEDULE OF MEETINGS

FOR TRAINING PURPOSES ONLY – NOT TO BE USED AS ADEQUATE AND APPROPRIATE EXAMPLES FOR SCHOOL COUNCIL ADOPTION.

The SBDM regular monthly meeting of the Sample Middle School Council shall be the second Tuesday of every month. Meetings will begin at 3:30 p.m.

If needed, the chairperson or a majority of the school council members may call a special meeting.

CONDUCT OF MEETINGS

A quorum is defined as a time when a majority of the school council members are present. No school council business shall be discussed or conducted unless a quorum of school council members is present.

School council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

The school council may meet in closed session for the following reasons: (1) to discuss proposed or pending litigation; (2) to discuss candidates for personnel vacancies and/or consultation in filling vacancies; or (3) to discuss items for which state or federal law specifically requires privacy.

During the closed session, only the business stated in the announcement can be discussed with no action taken. Details discussed in closed session shall not be discussed outside the closed session. After full discussion of the issue in closed session, the council must return to open session, where it may take any official action on the matter.

The chairperson shall prepare an agenda for each council meeting. The school council shall discuss each agenda item before a decision is made.

Unless otherwise specified by these bylaws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.

MINUTES AND OTHER COUNCIL RECORDS

The designee at each school council/committee meeting shall keep minutes. The minutes shall reflect an accurate record of actions and votes taken at a school council and/or committee meeting. The minutes of the school council shall not be official until they are reviewed and approved by the school council.

Requests for council records must be made in writing to the principal. The fee for copying of council records shall be 10 cents (\$0.10) per page.

APPEALS

Appeals are in accordance with Sample School District Board of Education policy.

Assignment of Students to Classes and Programs Policy

The principal shall prepare a student assignment plan and present the plan to the school council for approval by July 25. Additions or amendments to the school assignment plan shall be reported to the school council by Aug. 1. Additions or amendments to the student assignment plan shall be reported to each subsequent school council meeting for the month in which one occurs. If the school council has not approved a student assignment plan by Aug. 5, the principal's plan shall be implemented as if approved by the council.

Criteria to be used in preparing assignments by the principal in making student assignments shall include:

- Academic performance of the student
- Student behavior
- Instructional needs of the student
- Class size
- School schedule

Students who wish a change in their schedule have 15 school days from the beginning of the school year to do so. After this designated time, parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make the switch.

1st reading: June 12, 2001

2nd reading: July 15, 2001

Revised: July 19, 2004

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School Space Policy

By July 1, the principal shall prepare a school space use plan and present the plan to the school council for approval. The school council may amend the plan prior to approval. The principal shall implement the plan subsequent to the approval of the school council. If the school council has not approved a plan prior to July 15, the principal shall develop and implement a school space use plan.

1st reading: June 12, 2001

2nd reading: July 15, 2001

Instructional Practices Policy

All instruction shall be aligned with the school curriculum. On a regular basis in each class, each teacher will:

- Use varied student-centered instructional strategies.
- Address various learning styles and the multiple intelligences.
- Use activities in which all students use higher-order thinking and problem-solving skills.
- Make active use of interdisciplinary connections.
- Assign tasks similar to those used for state and local assessments.
- Provide opportunities for students to connect their learning to real-life experiences.
- Use technology for appropriate and varied learning activities and to expand the classroom into the community.
- Use instructional resources that are developmentally appropriate to the student in the class.
- Use a variety of electronic and printed instructional resources.
- Assign homework that extends student learning on class-time subjects.

In preparing lesson plans, each teacher will clearly identify the examples of each kind of activity listed above.

1st reading: Aug. 20, 2001

2nd reading: Oct. 14, 2001

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Discipline and Classroom Management

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year, and to all parents upon enrollment of their child each year. The school council shall automatically adopt any subsequent amendments to the code by the local board of education.

1st reading: Oct. 15, 1999

2nd reading: _____

Consultation

From a list of applicants submitted by the local superintendent, the principal of the school, after consultation with the school council, shall select personnel to fill vacancies. The following procedures will ensure that the school council has an active role in the selection of school personnel:

- The vacancy to be filled and the timeline for filling the vacancy shall be discussed in open session of the school council.
- Following the declaration of the vacancy and the posted deadline for application, the principal shall request from the superintendent names of applicants, and schedule a school council meeting to review applications and references. The school council shall be given the opportunity to sit in on the interviews and make recommendations to the principal.
- In emergency situations, the principal may complete application review, interviews and selection of certified or classified personnel without input from the school council. The principal shall make every effort, and shall document those efforts, to obtain input from the school council.
- The principal will make the final decision on the selection of personnel and submit, in writing, the name(s) of selected personnel to the superintendent, who will complete the hiring process.

1st reading: _____

2nd reading: _____